

## Rayleigh Town Museum

### Management Group - Minutes of Meeting, Thursday 29<sup>th</sup> September 2022

#### Held in the Museum

**Present** – Mike Davies (C), Viv Irvine, Linda Davison(S), Sheila Chambers, Sue Smith, and Gemma Smith.

**Apologies** – Karen Vassallo, Cheryl Roe

**Written reports for September 2022**- have been distributed.

**Minutes of the meeting held on 25<sup>th</sup> August 2022**- agreed

**Matters Arising** – Actions completed –1,2,3,4,11-17, 20 and 21. Ongoing 5-10,18 and 22

**Subcommittee updates** – verbal and written updates given

Sub Committee	Chair	Monthly Update including SC reports
Building Maintenance	Alan	<p>There is very little to report but updates are as follows:</p> <ul style="list-style-type: none"><li>• <b>Clock</b> awaiting Phill Freeman who has advised it will be picked up the end of September- email sent today</li><li>• <b>New Thermostat</b> – to be purchased at a cost of £45</li><li>• <b>Alarm</b> -Awaiting Peak Security for additional keypad inside front lobby</li><li>• <b>Painting of lobby</b> – Programmed in for the 21<sup>st</sup> November – paint to be purchased £11.99</li><li>• <b>PAT Testing</b> – Authority from Management team required to train Graham to standard which will allow in house PAT testing - £30 + VAT Online</li><li>• <b>Frame for Timbers</b> – estimates discontinued owing to change of display proposal.</li><li>• <b>Tiling</b> – Estimate in awaiting additional.</li><li>• <b>WEA Room Hire</b> – 5 Page form for WEA Hire completed and submitted to Mike for onward transmission.</li></ul>
Marketing and Publicity Inc Hire, Sponsorship and Magazine	Mike	<p>I am working with Peter Everingham on updating the displays inside a waiting room on the railway station platform. I am in discussion with Rayleigh Library re future Museum displays.</p> <p>I am working on a new “publicity” card with Paul Middleditch (no cost to the Museum for either design and/or printing). Further updates due to the Notice Boards in the High Street.</p> <p>Further articles in the Echo and Rayleigh Times to promote the Museum.</p> <p>I have updated the High Street Notice Boards twice this month</p>
Data Protection	Terry Jobson	No report
Development and Research inc Accessioning	Viv	<p>Accessioning &amp; conservation; the team have been working on a large old scrapbook given to us a few years ago with numerous newspaper articles on Rayleigh Town F.C. Sellotape had been used to stick the articles in and after 60+ years they were loose and stained. New folders have been created and the articles preserved after more than 40 hours work by the team.</p> <p>Accreditation; Our Collection Development Policy has now been completed and signed off by the Trustees. We are starting to look at the Care and Conservation policy and Alan B is going to see if he can find a template for a suitable Business plan.</p> <p>Timbers; Sheila has devised a plan for displaying the timbers and we hope to have started to get the “equipment” needed in the next few weeks.</p> <p>Research; Alison R has been working on a Roll of Honour for WW2 and has now completed 75% of a basic record for the men. She will have completed this by end of October ready for Remembrance display. We hope to then add as much information on the men from Ancestry etc in the near future.</p>

		Cubs, Brownies and rainbow bookings coming up
DVD 2021	Mike	I plan to have meetings with Chris Taylor soon to progress and hope !!! for issue before Christmas
Echo Archives	Mike Eddie	Further requests from local authors and the Echo themselves to borrow binders from storage
Events School Liaison	Sue	<p>The Up and Down the High Street Exhibition is now up and running, and will continue until the 21st or 22nd October. On 23rd October we have Alan's talk which to date (25th) has sold 19 tickets.</p> <p>The quiz raised approximately £240 and was well received. We are now going ahead with a Christmas quiz on Sunday 4th December.</p> <p>The Home Front Exhibition goes up on 25th October to compliment Trevor Cocks' Home Guard Open Day. This day is a trial to see if this kind of event is worth pursuing. We are making a small charge of £3 for adults and £1 for children.</p> <p>The form for the Christmas Lights Switch On and been delivered to RTC. The details for the HT church fair on 26th November have been printed off. The Christmas tree will be put up on 22nd November.</p> <p>The Castle Timbers display is coming along and we hope to have some of it in place early next year.</p> <p>There have been several children's groups booked, and we may look at increasing the amount charged</p>
Finance	Linda	<p>Financial Statements for Year ending 30<sup>th</sup> June 2022 agreed at Trustees and signed off. Current budget is being closely monitored considering all the difficulties facing us all now.</p> <p>Some payments are now coming from our sponsors including for the magazine. Bank details given.</p>
Friends Administration Inc Coaches	Linda	<p>Membership stands at 589.</p> <p>A detailed discussion took place at the last Friends SC on the possible membership subscription increase and this will be considered under a separate agenda item.</p>
Retail	Viv	<p>Christmas cards are currently being printed and hopefully will be on sale at the weekend.</p> <p>One of the Noel Beer books is with the same printer to be accessed for reprinting. We are waiting for proofs of new pens and other items from Recognition Express. If we don't hear from them today I'll be chasing them again.</p>
RTC	Cheryl	No report
Volunteers	Mike	<p>Further ongoing training planned as required and requested. Further Volunteers heritage walks later in the year.</p> <p>Several applications received for new volunteers. Induction courses pending</p>
Website and social media	Gemma Terry Joyce	<p>Facebook posts:</p> <p>The Queen - 800 +</p> <p>Exhibition - 1500 +</p> <p>Talk - 165 (2 days)</p> <p>Website stats attached separately</p>
Chairman's Actions	Mike	<p>The Evangelical Church has now been sold. I have been working with Eddie Dray and have now received a number of artefacts from the Peculiar People with possibly more to follow. I am awaiting a meeting with the new owners of the Church (The Celestial church of Christ), who are relocating to Rayleigh from Romford, to discuss possible car parking facilities for the Museum. I have also been asked to arrange a meeting between the Church and both RDC/RTC which is in hand.</p> <p>I attended the Institution of the new Rector at Holy Trinity.</p> <p>I attended Commemorative services at both Holy Trinity and St Andrews Rochford on behalf of the Museum for her late Majesty.</p> <p>I attended the public proclamation of the new King in Rochford Square (as did some colleagues and members of the Friends Group)</p>

		<p>I arranged to close the Museum for 2 days, as a mark of respect, on notification of the Queens death.</p> <p>I have now received delivery of our Wreath for this year's Remembrance event. Gemma will lay the wreath this year. To date I have only received one volunteer (Sue) to help with stewarding outside the Legion on Remembrance Sunday. More volunteers required please.</p> <p>I attended the annual flag ceremony on Royal Naval day by RTC.</p> <p>I gave a talk on the Museum to the Rochford supper Club and obtained NINE new members for the Friends Group.</p> <p>I attended the Funeral of Christine Byford on behalf of the Museum.</p> <p>I have arranged visits from two local History U3A groups.</p> <p>I have arranged a meeting in the Museum with Pear Marketing and RDC in the Museum to progress a number of promotional ideas (spend a day in rayleigh/Rochford.)</p> <p>I have been asked, and agreed, to provide an employment reference for Steven Hearn.</p> <p>I arranged to receive a copy of the Archeological dig at the "old Milk depot"</p> <p>I arranged with Holy Trinity Church/Hockley Parish Council/RDC further supplies of local promotional leaflets.</p> <p>I arranged with help from Leigh Everingham the next (oct) edition of the Friends magazine.</p> <p>I have been invited to attend a meeting of the Legion on the 27<sup>th</sup> of Sept.</p> <p>I am working with the Community Rail partnership re the text for a "talking bench" in the Railway Garden.</p> <p>I am working with Frank Nash (Rayleigh lanes) and PIM re new tiling outside the Museum.</p> <p>I am working with Eddie Dray re the possible replacement of Milestone 34 in the High Street.</p> <p>I Have been asked to provide the Museum as a venue for a meeting of senior RDC executives in Oct.</p>
--	--	---

**Proposed increase in Friends subscription** - a lengthy discussion took place on the proposal put forward by the Friends S C. Every year the S C discusses this matter and there has been no price increase since we started the Friends group 7 years ago. The Friends receive good value for their membership – with discounts from some of our sponsors and a complimentary quarterly magazine which is priced to sell at £2.50. Two proposals were put to the M G increasing the prices for single membership to £13 or £15 and family membership to £18 or £20. Considering the current climate, it was agreed by M G to accept the Friends S C recommendation to take the £13 and £18 option to be effective from 1<sup>st</sup> May 2023.

**Suggestion Box** – Some suggestions received – discussed – and decisions on spreadsheet attached.

**Museum Diary** –Actions required noted.

**Volunteers Hours Worked** – 1167.5

#### **A.O.B.**

- Sue – concerned about the amount of rubbish left in the Museum especially when the bag contains the remains of food. The rubbish needs to be taken home by one of the volunteers on that day. Proposal to remove bins on a temporary basis to see if this is enough to remind volunteers to take rubbish way.
- Stewarding for Remembrance Day
- Proposed Lord Lieutenant visit to museum to open timbers display.? 10<sup>th</sup> or 17<sup>th</sup> February 2023.
- Holy Trinity Xmas Fest – application needed for a museum table at this event on 26<sup>th</sup> November.

- Possible volunteers' meal out in the New Year.

**Date of the next Meeting** – Thursday 27<sup>th</sup> October 2022. 7.15pm for 7.30pm

## **ACTIONS**

1. All – ongoing actions
2. All – when submitting monthly reports, please mention all your relevant actions from previous meeting even if ongoing.
3. Mike – to clarify Light Switch on times.
4. Linda – Let Alan know PAT testing agreed at £30 + VAT
5. All – to note Home Guard Day – 25<sup>th</sup> October 2022
6. Sue – Poster on above to Trustees
7. Linda – Let Peter and Leigh know about membership increase
8. Mike – Speak to Volunteer to ensure all future suggestions are submitted on correct form
9. Sheila – Diary action - Send out Christmas Card list to all M G so any adjustments can be made
10. Viv – Diary action – NCVO to cancel
11. Sheila/Sue – Poster re rubbish bins and remove bins
12. Sue – let Sandra know about rubbish situation for newsletter
13. Mike – Ask Sandra re volunteers for Remembrance Sunday stewarding
14. Mike – Action Lord Lieutenant visit to museum to open timber display
15. Sue – Application to Holy Trinity for 26<sup>th</sup> November event
16. Linda – Mention to Sandra for newsletter – let me know if interested in proposed meal out.